

**National Occupational, Safety, Health and
Environmental Compliance Committee (OSHECCOM) Meeting Minutes
November 6, 1997**

NAME	Member/ Alternate	Routing Symbol	Phone Number	FAX Number
Louise Maillett	Chair, DASHO	API-1	202-267-3927	
Enid Kaspar	Secretary, PASS FS	ASW-DALFSDO	214-902-1830	214-902-1872
Sherrod Anderson	Alt, AAM	AAM-202	202-267-8086	
Tony Becker	Mbr, RPMES	AEA-475	718-712-5549	718-712-8683
Kevin Conrad	Mbr, PASS-AF	AGL-XOA	317-247-2350	
Marion Dittman	Alt, AFS	AFS-1	202-267-8237	
Paul Dykeman	Mbr, AEE	AEE-2	202-267-3577	202-267-5594
Shirley Edwards	Alt, AGC	AGC-620	202-267-3590	
Tom Holloway	Alt, AEE	AEE-200	202-267-8114	202-267-5594
Bill Kansier	Alt, AAF	ANS-500	202-267-7312	
Lee Longmire	Alt, ACS	ACO-2	202-267-3960	202-267-5760
Donald Parker	Mbr, NAGE	Memphis Ctr	901-324-3146	901-324-6093
Suzanne M. Pelloosmaa	Mbr, NAATS	MIVAFSS	609-835-1173	
Pete Sweers	Mbr, AAT	ATX-1	202-267-3022	202-267-5211
Raymond Thoman	Mbr, AAD	AHR-25	202-267-3979	202-267-5914
Donald Wiener	Mbr, SMO	Liberty SMO	516-228-4050	516-683-1257

Other Attendees

Mary Wingard	OSHECCOM Coordinator, AEE-200	202-493-4301	202-267-5594
Gregg Dvorak	AGL-470	847-294-8479	
Sue Green	AEE-200	202-267-9548	202-267-5594
Frank Lanzetta	AEE-200	202-267-3497	202-267-5594
Steve Schwendeman	AAM-700	405-954-3412	405-954-9112
Michael Thomas	AEE-200	202-493-4292	202-267-5594
Kevin Toth	ACO-800	202-267-8301	
Deborah Turcic	AAL-500A	907-271-5464	907-271-2850
Vanessa Waddy	ATX-201	202-267-9058	202-267-5357
Paul Polk	Crown Communications	202-785-2600	202-785-2626

Members Not In Attendance

ARP
ARA
NATCA (Absent due to emergency situation)

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The National OSHECCOM meeting was held at FAA Headquarters, Washington, DC, on November 6, 1997. The meeting was called to order by Mary Wingard, OSHECCOM Coordinator. Attendee introductions were held.

OPENING COMMENTS. Opening comments were made by Mary Wingard and Paul Dykeman. Ms. Wingard reminded the committee of the National OSHECCOM Rules of Order which were adopted at the last meeting, and asked that all members utilize the issue paper format agreed upon to present agenda items. This format calls for issue papers to be provided to the National OSHECCOM coordinator at least three (3) weeks prior to each meeting so the paper(s) can be circulated to members at least two (2) weeks in advance.

Mr. Dykeman stressed the importance of management's presence at these meetings and their commitment. He reinforced the importance of an active OSHECCOM program.

Ms. Wingard reviewed primary occupational safety and health (OSH) program requirements and the relationship of the OSHECCOM to the Agency safety and health program. Discussion included the purpose of OSH programs, the scope of safety and health committees, basic OSH program requirements under the 29 CFR 1960, certification requirements, and obstacles to certification.

OLD BUSINESS

OFFICER ELECTIONS. Louise Maillett was nominated, seconded, and unanimously elected to the position of OSHECCOM Chair.

Enid Kaspar was nominated, seconded, and unanimously elected to the position of OSHECCOM secretary.

Don Parker made a recommendation to the committee that a third officer position be established. There was considerable discussion on the desirability of having a co- or vice-chair for the committee. Benefits could include rotation into the chair position after a specified term providing continuity over several years, as well as, a designated person to facilitate the meeting in the chair's absence. The OSHECCOM Charter specifies only a chair and a secretary position are required. Due to the meeting's full agenda, the recommendation was tabled until the next meeting.

ACTION: Don Parker agreed to prepare an issue paper on his recommendation and submit it to Mary Wingard no later than February 9, 1998.

Paul Dykeman will develop operating procedures for the National OSHECCOM Officers, incorporating Mr. Parker's recommendation, and provide it to the OSHECCOM Coordinator for distribution by February 11, 1998.

OSHECCOM IMPLEMENTATION & CERTIFICATION STATUS.

Mary Wingard and Shirley Edwards presented the report of the OSHECCOM Implementation Sub-Committee. A summary of recommendations and a Regional OSHECCOM Status report were distributed. Key points made by Ms. Wingard and Ms. Edwards included:

- **Headquarters Safety.** The sub-committee reported that there was no formal process for headquarters employees to address safety and health issues. It was the sub-committee's consensus that a headquarters' OSHECCOM should be established. Ray Thoman concurred that AAD-50, the Headquarters Facility Management Staff Office, was the correct focal point to coordinate a headquarters committee. Technical assistance will be provided by ANS-500. **ACTION:** AAD is to coordinate establishment of a Headquarters OSHECCOM with all Lines of Business and provide an interim status report to Mary Wingard by January 20, 1997. A full status report is also requested at the next OSHECCOM meeting.
- **Charter.** There are a number of issues in the OSHECCOM Charter that have generated requests from the field for clarification or additional guidance. This involves mostly explanatory comments, but there may be some actual Charter changes. **ACTION:** AEE to develop the guidance by January 30, 1998 and coordinate it with the National OSHECCOM.
- **Certification Status.** Regional OSHECCOMs are evolving and progress is being made, but much work remains, particularly with field committees. Obstacles include funding, management and union support, and the overall FAA OSH program implementation. Regional structure and implementation is inconsistent. New OSH policy and implementation guidance are being developed and will be issued over the next year. The oversight program under development by AEE will be used to assess and validate OSH program implementation. The sub-committee felt that the Agency is not currently in a position to pursue certification. OSHECCOM members concurred with the sub-committee recommendations to defer further efforts at certification for at least two years until additional progress has been made.

Additional recommendations of the sub-committee were acted upon as follows:

Number	Text	Action (Responsibility)	Due Date
1-1	Letter from new administrator reaffirming support for OSHECCOM, jointly endorsed by each Assistant and Associate Administrator. Distribution to all FAA Levels.	Accepted provided that the purpose and requirements of OSHECCOM be addressed in the letter. (AEE)	1/98
1-2	Ensure safety and health issues and minutes of the OSHECCOM are	Accepted provided that Committee members are provided meeting	4/98

Number	Text	Action (Responsibility)	Due Date
	briefed to the FAA Management Team.	minutes and have a chance to comment on them prior to the Management Team briefing. (DASHO)	
1-3	Provide training as required by 29 CFR 1960.54 to top management officials to enable them to effectively support the FAA Safety and Health Program.	Accepted with the understanding that the methodology to accomplish this needs to be resolved. May be tied to key associates meetings. (All lines of business with technical support from ANS-500 and AFZ-100)	6/98
1-4	Each Headquarters Line of Business establish a permanent safety coordinator to identify and support operational safety and health requirements of their straightlined organization.	Letter not required. National OSHECCOM members will provide the name of a point of contact for their line of business to coordinate straightlined safety and health requirements to AEE-200. Technical assistance will be available from ANS. Note: Specific duties and requirements for the Coordinator will be addressed in Roles and Responsibilities Order.	12/12/98
2-1	Develop and distribute additional guidance and support materials to the Regions/Centers and field to standardize OSHECCOM implementation.	Accepted subject to (1) National OSHECCOM review prior to release, and (2) inclusion of timelines. (AEE)	4/98
2-2	Develop an OSHECCOM training package and provide to Regions/ Centers.	Accepted subject to National OSHECCOM review prior to release. (ANS-500 with AEE assistance)	4/98
2-3	Develop comprehensive Agency safety and health training plan.	Accepted. Long term project. Initial pilot is with Airway Facilities. Will be expanded to include all FAA. Status reports will be briefed at each National	FY2000

Number	Text	Action (Responsibility)	Due Date
		OSHECCOM meeting. (ANS-500 lead with support from Business Lines) Note: While development of a formal comprehensive plan is an ANS lead action and final ECD is 3 years, each Line of Business is responsible for initiating identification of OSH requirements and development of training within their straightlined divisions in FY98.	
2-4	Request Lines of Business to incorporate safety and health training requirements into their existing operational training programs.	Tabled pending completion of recommendation 2-3.	
3-1	Meet with PASS President to discuss issues.	Accepted. (PASS National AF Safety Rep will coordinate with AEE/ANS)	1/98
4-1	Issue letter to each Business Line on requirements for OSHECCOM funding.	Accepted. Letter shall outline safety, health, & environmental issues and the need to institutionalize OSH funding in each Line of Business. (AEE/ANS-500 to develop draft letter. Meetings may also be scheduled to discuss details with Business Lines)	1/98
4-2	Headquarters should facilitate establishment of regional agreements to cover OSHECCOM funding requirements.	Accepted. (OSHECCOM Members to handle within their Line of Business)	3/98

Following the review of sub-committee recommendations, Debbie Turcic, Alaskan Region (AAL) OSHECCOM Chair, briefed the National Committee on the status of the AAL OSHECCOM

implementation. AAL has been extremely proactive in the implementing their program. The Regional Administrator and each of the Division Managers endorsed the OSHECCOM early on and issued correspondence to the field requesting action. As a result, their Regional and Field committees are up and running and functioning well. The AAL ROSHM and OSHECCOM Chair travel to field locations to participate locally and provide assistance and training as necessary. The National Committee acknowledged the success of the AAL program and thanked Ms. Turcic for her presentation. It was noted that the AAL OSHECCOM should serve as a model for the other regions

OSH&E FUNDING. Bill Kansier reported on the impact that congressional budget cuts will have on the Agency's OSH&E programs. The energy program was zeroed out and there will be fewer opportunities for training. Basically, efforts to establish OSH&E implementation have been severely curtailed, and if an OSH&E activity is not statutorily required, it will be difficult to fund in FY98.

Louise Maillett stressed the need to most efficiently apply the scarce resources that are available, and the importance of OSHECCOM in steering the Agency's program. Despite FAA, DOT, and OMB budgetary support, significant cuts were made to FAA's proposed safety, health and environmental budget. Considerable discussion ensued on ways to address the issue for future budgets and ways to get the message to appropriate Members of Congress.

ACTION. ANS-500 will develop a funding briefing package. AEE will coordinate pre-briefs with AGI, API, and AAF. API-1 will coordinate meeting on funding issues between appropriate FAA officials and Congress by March 1998.

SAFETY AND HEALTH TRAINING. Bill Kansier reported that safety and health training is being institutionalized per FAA Academy protocols. The Academy is developing standardized training courses, formats, etc. Per Mr. Kansier, emphasis this year will be on development of courses for asbestos, fire/life safety, hazard communication, confined space entry, and fall protection. Lockout/tagout issues will be incorporated into existing courses.

Cheryl Mazzella is working on identifying minimum FAA OSH training requirements and working with the Academy on training development. OSH training needs assessments are to be conducted, and minimum training required before filling positions will be identified. Ms. Mazzella has established a training group to work on developing requirements for AF personnel, followed by ATS, and the other Lines of Business. Estimated completion date for the project is three years. Once complete this will provide information necessary for the comprehensive Agency OSH Training Plan. It was stressed that each Line of Business, must begin looking at their own operations to assure that safety and health requirements for their personnel are being met. Technical assistance is available from ANS.

Don Parker suggested that a working group should be established to work on OSH training issues. Several questions remained on the necessity of establishing a new training working group, how it would interface with Ms. Mazzella's efforts, and options for union support to review

training requirements. Further discussion was tabled due to lack of time and to enable Mr. Parker to contact Ms. Mazzella for additional information on her initiatives and to fully develop his proposal.

ACTION. Each Line of Business is to identify a contact person to serve as a focal point for OSH&E training issues and as a communication link within their organization and with ANS. (Note: this will most likely be the same point of contact name for all OSH issues.) The contact's name is to be communicated to Mary Wingard by December 12, 1997.

ACTION. Don Parker will develop a point paper on OSH training issues for presentation at the next OSHECCOM and submit it to Mary Wingard no later than February 9, 1998.

HAZARD ASSESSMENTS FOR AVIATION SECURITY HAZARDOUS MATERIAL

INSPECTORS. Sherrod Anderson briefed the group on basic medical surveillance requirements and AAM's role in administering the program. Dr. Anderson introduced Steve Schwendemann, AAM-700, who explained the Medical Monitoring Examination Tracking System (MET) initiative. The MET is being developed to improve coordination and communications among FAA organizations working in support of the agency medical surveillance program. Lee Longmire and Marion Dittman reported on efforts to date within Aviation Security and Flight Standards respectively. It was recognized that the scope of the issue for hazard assessments and OSH program implementation is not limited to just the aviation safety inspectors, but rather encompasses all employees.

ACTION. ACS and AFS will provide a detailed briefing on OSH issues within their Line of Business at the next OSHECCOM meeting.

NEW BUSINESS

IMPLEMENTATION OF FIELD OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL COMPLIANCE COMMITTEES (OSHECCOMs) FOR AIR

TRAFFIC AND OTHER DIVISIONS. Tony Becker presented an issue paper submitted by Western-Pacific Region (AWP) OSHECCOM, attached to these minutes, concerning discrepancies between the NATCA and NAATS Agreements and the OSHECCOM Charter. Union contracts currently call for safety committees, a different structure than specified in the OSHECCOM Charter. AWP requested an MOU be established to bridge the discrepancies. It was pointed out that both NATCA and NAATS were involved in the initial development of the OSHECCOM Charter, had concurred in writing with the structure, and were actively participating at the various levels. The OSHECCOM members did not feel a separate MOU was required.

ACTION. Suzanne Pellosmaa will coordinate action with Don Oliveira, NATCA representative, to contact the National NAATS and NATCA offices to ensure union field representatives understand the National position and participate in Regional/Center and field OSHECCOMs and will provide a report at the next OSHECCOM meeting.

Tony Becker will provide an interim response to the AWP OSHECCOM.

NEXT MEETING. It was agreed that meetings would be held every four months with the next meeting at FAA Headquarters on Wednesday, March 4, 1998, Conference Room 8 a/b, from 9:00 am - 12:00 noon.

HANDOUTS.

- Report of OSHECCOM Implementation Sub-Committee
- Regional OSHECCOM Status Summary
- FY98 OSH, Environmental, and Tank Program Funding
- The Medical Monitoring Examination Tracking System (MET)
- Western-Pacific Region OSHECCOM Issue Paper

Designated Safety Points of Contact

ATS/AAT	Del Meadows	ATX-200	267-8062
ATS/AAF	James Winbush	ANS-500	267-9936
AVR	Bob Cook (Acting)	AFS-3	267-8237
AAD	Kevin Dermody	AHR-11	267-9020
ACS	Flo Potter	ACS-70	267-3114
ARP			
ARA			